Project Progress Report

Project Name:	Travel & Expense Management Project (TEMS)

Reporting Period:	From:	Jan 1, 2006	To:	Jan 31, 2006

Audience:	Sadie Hawkins (Sponsor), Allen Schmidt (Business Manager), TEMS Steering Committee

Schedule Status: **[x] GREEN**   **[ ] YELLOW**   **[ ] RED**
(Green = project is on-time; Yellow = project is 10% behind schedule; Red = project is more than 10% behind schedule or a significant risk has arisen that could cause failure of the project)

Budget Status: **[X] GREEN**   **[ ] YELLOW**   **[ ] RED**
(Green = project is on-budget; Yellow = project is 10% over budget; Red = project is more than 10% over budget or a significant risk has arisen that could cause failure of the project)

Risk Status: **[X] GREEN**   **[ ] YELLOW**   **[ ] RED**
(Green = no new risks; Yellow = new risks are level 6 or less; Red = new risks are level 9)

Project Phase: **Phase Status**

    [X]   Feasibility Study   In Process
    [ ]   Implementation Phase
        [ ]   Project Initiation
        [ ]   Project Planning
        [ ]   Project Execution and Control
        [ ]   Project Closure

Phase Deliverable

Deliverables for this phase are:

Software Requirements Specification for the Travel & Expense Management System (done)

Conceptual Approach (done)

Alternatives Analysis (in progress)

Cost Benefit Analysis (in progress)

Risk Assessment

Alternatives Recommendation (in progress)

Implementation Plan for next Phase

Approved Project Charter & Project Plan for the Implementation Phase

Achievements

Completed Conceptual Approach – which lays out the things TEMS needs to consider during implementation related to the Roadmap recommendations. The TEMS Team made a thorough assessment of the Roadmap recommendations and their implications for TEMS. The Team also had several suggestions for the Roadmap Team and developed a TEMS conceptual design. The Team made five recommendations:

1. Considerations for TEMS logical design.
2. Continue TEMS Project.
3. Establish governance for the Roadmap recommendations
4. OFM Accounting review Roadmap recommendations for easy-to-implement policy changes.
5. Roadmap recommendation groupings & TEMS approach to each grouping.

The team has scheduled demonstrations and analysis work sessions during February and March to complete the alternatives analysis and come up with a recommendation.

The Steering Committee met on Feb. 1 to review the Conceptual Approach and discuss the Roadmap implications for TEMS and Statewide Systems in general.

Objectives for the next reporting period

Continue the alternatives analysis. Follow-up with Concur on questions about how well the product meets TEMS requirements. Demos from SAP and Gelco. Rate Concur, SAP and Gelco on their match with TEMS functional and technical requirements.

Schedule

On schedule with re-based milestones.

- Milestone 2: Done on time. Finish Conceptual Approach: January 23, 2006

- Milestone 3: Select Best Alternative: March 17, 2006

- Milestone 4: Prepare Implementation Plan: April 14, 2006.

Budget

Original estimate was about 3,000 hours effort for the Feasibility Phase - Sept. 2005 through mid-February 2006. The Conceptual Approach should add about 800 more hours .

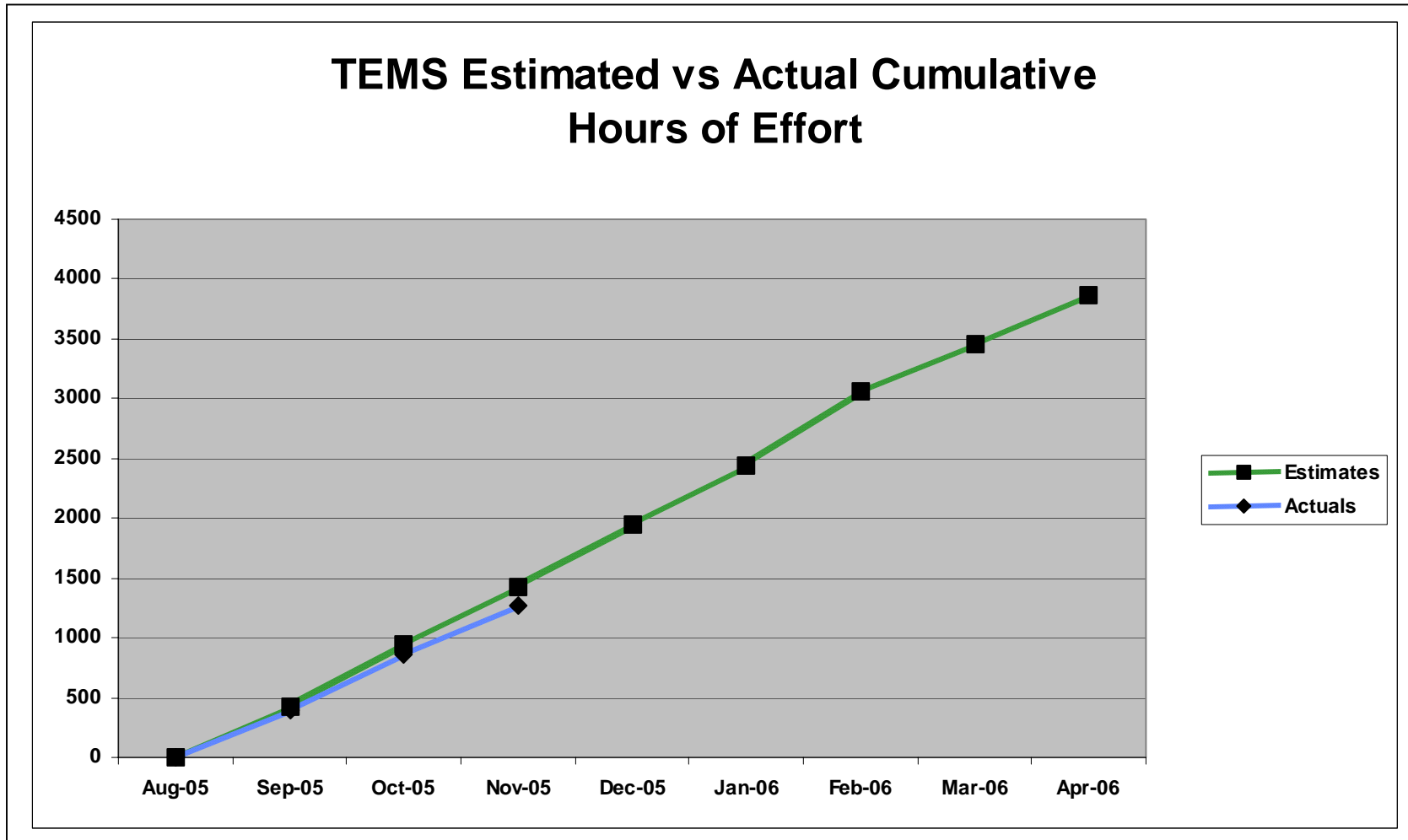Estimated hours through December 31 was 2,223. Actual hours through December 31 was 1,911.

Issues

No new major issues at this time.

Risks

Newly discovered or re-arisen, including Risk Severity Indicator
No new risks at this time.

Progress Summary

TEMS Estimated vs Actual Cumulative Hours of Effort

Event	Effort				Schedule					
Milestone	Original Estimate	Actual (Dec. 31, 2005)	Estimate to Complete	Variance	Original Start Date	Revised Start Date	Actual Start Date	Original End Date	Revised End Date	Actual End Date
Feasibility Study	3000	1263	2537 (revised total 3800)	NA	Kickoff: Sept. 8, 2005	NA	Sept. 8 2005	Feb. 22, 2006	Apr 14, 2006	
Milestone 1 (Requirements & Viable Alternatives)	1423	1263	0	(160)	Sept. 8 2005	NA	Sept. 8 2005	Nov. 22, 2005	Nov. 28, 2005	Nov. 28, 2005
Milestone 2 (New) Conceptual Approach	800	648	0	(152)	Dec. 1, 2005	NA	Dec. 1, 2005	Jan.23, 2006	NA	Jan. 23, 2006
Milestone 3 (Recommended Alternative)	1025		1025		Nov. 29, 2005	Jan. 23, 2006	Jan. 24, 2006	Jan. 16, 2006	Mar. 17, 2006	
Milestone 4 (Start Implementation Phase)	552		552		Jan. 17, 2006	Mar. 18, 2006		Feb. 22, 2006	Apr 14, 2006	